



# THE INTERNATIONAL CYCLES



The Ecole Nationale d'Administration (ENA) was founded by a *government order of 9th October 1945*, under the auspices of General de Gaulle. ENA is a state administrative establishment which trains top level civil servants, preparing its students for careers in the highest ranks of the French administration: the "Conseil d'Etat" (State Council), the "Cour des Comptes" (Court of Auditors), the Inspectorates (General Inspectorates for Finance, for Administration, and for Social Affairs) and the prefectural, diplomatic, and overseas trade promotion services. ENA also trains civil administrators and counsellors in administrative tribunals and regional courts of auditors, as well as administrators for the City of Paris.

The creation of ENA had a dual purpose: to standardize the recruitment of civil servants destined for a wide variety of careers previously accessible via separate competitive examinations, and to ensure professional training of the highest quality for these civil servants, who generally rise to the highest levels of public service.

In addition, the aim of the school is to become the **European school of governance**, at the crossroads of all new forms of public management. Europe now represents a civil servant's natural field of action, and it is for the purpose of emphasizing this European dimension that the major part of ENA's activities have been grouped together in Strasbourg.

## CONTENTS

The Long International Course (CIL)	5
The International Advanced Training Course (CIP)	8
The IRA International Course (CiRA)	10
Entry procedure and selection process for candidates on Long International Courses	12
Preparing for the tests	14
Practical questions	16
Other Masters open to foreign students	18
The Executive Course in European Studies (CHEE)	19
International Courses Specializing in Public Administration (CISAP)	20
The foreign Alumni network	21



The recruitment of the French students is carried out through three competitive examinations:

- the “external” competition, open to students who already hold a university degree or equivalent;
- the “internal” competition, open to civil servants or public sector employees with a minimum of four years service;
- the “third competition”, open to persons with at least 8 years of professional experience in any sector other than the administration, or who have held office for at least 8 years as a member of an elected regional body.

#### **These competitive examinations are open to members of the European community.**

About 80 places are offered each year for these three competitions combined (50% for the external competition, 40% for the internal competition, and 10% for the third competition). French students who were not civil servants prior to admission become so on entry.

ENA is a post-graduate school for practical training and its students are civil servants who in future will be **both experts and managers**. For this reason, a considerable part of the training consists in internships, with teaching centred on long-term professional experience in the field. Teaching staff are chosen for their expertise and experience in team management and change management. Students are helped with the preparation of their internships, and are thoroughly debriefed, notably by means of group work and simulations.

At the end of their course the French ENA students are assigned to a corps in one of the various institutions to which the school gives access, after being interviewed by employers.

Training at ENA aims at a specifically international outlook, in particular since the school has merged with the Institut International d'Administration Publique (IIAP) in January 2002.

The international dimension of the school takes various forms, in response to the needs of its overseas partners.

ENA training programmes for overseas students are complete and diverse, addressing the needs of both young students and experienced civil servants. **Two long courses** are proposed each year and take place mainly in Strasbourg. The Long International Course (**16 + 2 months<sup>1</sup>**) and the International Advanced Training Course (**8 months**) both conclude with an ENA degree and, for those students enrolled, a Master's degree jointly organised with partner universities. These are exceptional opportunities for foreign students from all continents to share their experiences with French students.

Finally, **short courses**, tailored to specific needs or chosen from the prospectus, take place in Paris and cater for civil servants who are currently employed.

These study programmes, as well as other international administrative co-operation programmes led by the School, cover all fields of administration and state policy: reform and modernisation of the state, civil service status, human resources management in the state sector, relations with users, decentralisation and deconcentration, management and public policy assessment, change management, European and international affairs, judicial and legislative consultancy, good governance, budget and tax management, and so on.

ENA's bilateral and multilateral co-operation takes the form of training courses which can be chosen among those listed in the prospectus, or tailor-made. They may comprise high-level teaching or technical instruction, administrative theory and the provision of material.

ENA has established links with foreign partners all over the world, in particular with schools and institutions for administrative training. It supports its counterparts (schools or administrations in the process of being set up, or restructuring) and takes part in all the international networks for research in comparative administration.

ENA also has a Multilateral Affairs and Calls for Tender Department tasked with obtaining, managing, following up and implementing multilaterally financed projects. Thus the School has been called on to answer calls for tender financed by the European Commission, the World Bank, PNUD, and the Regional Development Banks.

This prospectus describes the principle international courses offered by ENA: the Long International Course (CIL), the Short International Course (CIP), and the International Courses in Public Administration (CISAP), as well as the International Course offered by IRA (CilRA), which are regional institutes of public administration.

It describes the **programmes under way in 2013-2014**, which may be subject to changes in the students' interest.

The international cycles are designed for foreign civil servants from all countries and, to a limited extent, graduates intending to join the civil service in their home country.

The European Governance and Administration Master (MEGA) is a course taught in French and German, while the Cycle of post-graduate European studies (CHEE) is open to French and foreign students from a variety of backgrounds (civil servants, elected officials, union officials, journalists, entrepreneurs and so on). The MEGA and CHEE are subject to specific selection processes.

**Watch a film on the website [www.ena.fr](http://www.ena.fr) of foreign students giving feedback about their training at ENA** (<http://www.ena.fr/index.php?/fr/actualites/Video-les-cycles-internationaux-de-l-ENA>).

#### **DUTIES AND OBLIGATIONS OF FOREIGN STUDENTS ON OUR COURSES:**

All students must undertake to comply with the French Republic's laws and principles of living in society. ENA and IRA students are expected to represent the public authorities and, as such, they must abide by the principle of neutrality and avoid wearing any symbols or clothing that ostensibly point to a religious affiliation during their studies.

Foreign students at ENA and IRA have “administrative cooperator” status. Upon finishing the additional training they receive at the École nationale d'administration, our foreign students intend to take up a civil service post in their country or in an international institution.

<sup>1</sup> To possibly write a Master's thesis and prepare for its oral defense.

# THE LONG INTERNATIONAL COURSE (CIL)

The Long International Course (16 + 2 months<sup>1</sup>) is open to overseas civil servants beginning their careers, to overseas public sector agents, and in certain cases, to foreigners who have not yet gained professional experience but are set to join the civil service in their home country. This course allows them to benefit from the same training as the French students at ENA, and in particular two internships, one based on European Affairs and one on Regional Affairs (France).

## 1 - ADMISSION REQUIREMENTS

The candidate must:

- be a **civil servant, a public sector agent, or, in exceptional cases**, not yet have gained professional experience but **be preparing for a career in the civil service for the benefit of his/her home country**
- hold a **degree at Master 1 level or have completed an equivalent course**
- **occupy a high-ranking civil service post**
- **speak and write fluent French**
- **be fluent in English**
- **pass the school's entrance examinations.**

## 2 - COURSE ORGANIZATION

The programme for foreign students is as follows (for students starting their course in December 2013; the order of modules may change from December 2015):

- 1 month in December (year N-1) of preparation for the part in common with French students
- 15 months in common with the French students from the three competitive examinations (courses in Strasbourg and internships in administrations in France or abroad)
- 2 additional months (April and May of year N+1) to write and defend a final Master's Degree thesis.

The preliminary one-month period in December consists mainly of classes in methodology, a review of basic subjects and modules as part of the Master's Degrees available to students.

After this initial period, students on the Long International Course along with their French counterparts who passed the entrance examinations, take two of the three modules comprising the common core, **Europe** (European Affairs) and **Territoires** (Regional Affairs), over the first fifteen months of a 24-month course.

These two modules are built on the principle of complementarity between internships and academic classes. The schedule is as follows:

### EUROPE (27 WEEKS)

---

#### ► GENERAL ORIENTATION AND PREPARATION FOR INTERNSHIP (4 WEEKS)

- Negotiation seminar
- Orientation

- Acquisition of tools and methods (obtaining and analysing European documents) practical exercises in communication and negotiation (researching one's position as a negotiator; drawing up documents)
- Preparation directly linked to the internship posting: lecture on internships, meetings with mentors.

#### ► INTERNSHIP ON EUROPEAN AFFAIRS (17 WEEKS)

Locations: European institutions, international organizations, French permanent representations and embassies, French administrations.

#### ► POST-INTERNSHIP COURSES (6 WEEKS)

- European and international affairs: theory and learning activities
- Theory and learning activities on legal affairs in relation to the European theme

These classes are often taught in the form of practical modules, with individual exercises (writing notes on thematic dossiers) and group exercises, writing tasks and simulation exercises.

#### ► ASSESSMENT AND TESTING: 2 DAYS

### TERRITOIRES (REGIONAL AFFAIRS) (32 WEEKS)

---

#### ► PREPARATION FOR THE INTERNSHIP (2 WEEKS)

- Applied exercises in communication and negotiation (seminar on crisis management; chairing a meeting)
- Practical matters relating to the beginning of the internship; meetings before students leave for their internship.

#### ► INTERNSHIP IN A PREFECTURE OR LOCAL AUTHORITY (22 WEEKS)

#### ► POST-INTERNSHIP COURSES (7 WEEKS)

- Theory and learning activities in territorial administration and territorial public policies
- Theory and learning activities on legal issues, economic and social issues.

Note-writing on thematic dossiers is set alternately with role-playing exercises (meeting simulations), round table discussions and lectures. Part of the classes are taken jointly with students from the Institut national d'études territoriales (INET) in Strasbourg, which trains territorial administrators.

<sup>1</sup> To possibly write a Master's thesis and prepare for its oral defense.

## ► ASSESSMENT AND TESTING: 1 WEEK

### INTERNSHIPS

Internships have a special place at ENA, and students spend almost two thirds of the duration of their course on them. For all students, whether French or from overseas, these internships involve taking responsibility: they are not periods of observation.

Within the government department or organization to which he or she is posted, the student is considered as a civil servant, with the duties and obligations pertaining to that status. He or she is put in charge of very varied jobs and missions, which will become more challenging as he or she gains the trust of his or her mentor.

**Internship postings are decided by the Director of the School with input from the Director of Internships after a procedure gathering students' internship preferences.**

The two internships provide an appropriate framework for the discovery of different aspects of Administration, at the level of Europe, the State or of local and regional authorities (regions, departments and municipalities).

In a more general way, these periods allow the student to understand the life of the organizations in which he or she is posted and to establish contact in social and professional settings which are as diverse as possible.

After the internship, the student is required to write a five-page report which aims at the evaluation of the quality of his or her work and the lessons which the trainee has learned from it.

Following a viva on the content of the internship and what the student has learned, a mark for the internship is awarded is by an examining board.

## 3 - ASSESSMENT OF THE COURSE

Other than the marks for the internships, each module comprises marks for individual and group exams, written and oral. Emphasis is placed in the exams on **using complementary competences to resolve complex problems**. Thus a single exam may call upon several distinctly-taught subjects.

Diversity of practical action is the aim in drawing up the exam papers, so that the various kinds of theoretical knowledge and practical know-how to be acquired can be assessed in an appropriate way.

Students who have passed exams are awarded a **CIL International Diploma in Public Administration**.

This diploma is awarded by the Directorate of the School on the basis of all the tests and assessments undertaken by each student. The pass mark is 10/20.

## 4 - MASTERS OFFERED TO CIL STUDENTS

CIL students can register for one of the three high-level professional Masters programmes.

These Masters, taken in addition to the training dispensed by ENA, are taught in Strasbourg and last 18 months in total.

They begin in December of the first year, with an initial phase during which the first part of the additional classes associated with the Master's Degree chosen is taught, and end in May of the second year. The last two months are given over to the second phase of classes of the three Masters, and to writing and defending the thesis.

In addition to taking and validating some of the modules taken throughout the course at ENA, the Masters include further advanced classes organised by the academic partners in the chosen subject, as well as methodology lessons.

Students must also carry out research, which they present in a thesis defended before a jury made up of their academic tutor, a teacher from the university awarding the degree and an ENA representative.

### PROFESSIONAL MASTER IN COMMUNICATION IN PUBLIC INSTITUTIONS

This Master's programme organized in association with **CELSA Paris IV-Sorbonne** includes modules on political and public communication, and theories of information, communication and sociology. It also includes classes on public relations and relations with the press, and qualitative and quantitative studies. Students are finally required to write a thesis on an aspect of public or political communication.

### PROFESSIONAL MASTER IN GENERAL PUBLIC ADMINISTRATION

This Master's programme is organized in association with the **University of Strasbourg (UdS)** and its **Institute of political sciences (IEP)**.

Students will follow additional module in economic and financial administration. The course is designed to provide participants with complete and accurate knowledge in this field on a national, European and compared basis. Additional lessons are provided by a team of teachers from IEP Strasbourg. Students are finally required to write a thesis on a topic of public administration.

### PROFESSIONAL MASTER IN PUBLIC ACTION IN EUROPE

This Master's programme is organised jointly with the **University of Paris 1 Panthéon Sorbonne**. The additional modules focus on the analysis of public policies in Europe, and are taught by staff from the University of Paris 1. Students complete their course by writing a thesis on a subject to do with public policies or public action.

## 5 - SCHEDULE

Year	Date	Location	Content
Year N-1	December		Preparation for the part in common with French students; Masters' specialization courses
	January	School in Strasbourg	Beginning of school for French students; validation of the Master's thesis subject; written exams for the professional masters in communication in public institutions and in general public administration
Year N	February to end of March	France, European Union, Abroad	Internship on European affairs
	End of Mai to beginning of July		European and international affairs: theory and learning activities; Examining board for the internship on european affairs
	Mid-July	School in Strasbourg	ENA course ranking tests; Master's methodology courses
	Mi-July to end of July		Preparation for the internship in a prefecture or local authority
	August		Summer holidays
	End of August to end of January	France	Internship in a prefecture or local authority
	Year N+1	End of January to Mid-March	
Mid-March to end of March		School in Strasbourg	Examinations
April			Last Masters' specialization courses; Master's written exams
Mai			Beginning of May: deposit of the master's thesis; End of May: oral defense of the master's thesis



# THE INTERNATIONAL ADVANCED TRAINING COURSE (CIP)

The International Advanced Training Course (**8 months**) allows experienced civil servants holding positions of responsibility to familiarize themselves with all facets of public management in France and in Europe. The aim of the course is to favour comparative approaches and pool experience, particularly during the core course of five months with the French administrators. This course offers an overview of the French administrative organizations, the reforms and modernization of the State and the implementation of public policy. It fulfils training needs identified by overseas Administrations which wish to task their executives with missions linked to France or to the European Union. This qualifying course is taken in addition to two Master's programmes.

## 1 - ADMISSION REQUIREMENTS

The candidate must:

- be a **civil servant or a public sector agent**
- hold a **degree at Master 1 level or, in exceptional cases, have completed an equivalent course**
- have a **sufficient professional background** (minimum 5 years) to share experience with French and foreign colleagues
- hold a **position of responsibility**
- **speak and write fluent French**
- **be fluent in English**
- **pass the school's entrance examinations.**

## 2 - COURSE ORGANIZATION

The course lasts **8 months** and takes place in Strasbourg. It includes:

### A PREPARATORY PERIOD (11 WEEKS)

This part of the course aims to update and consolidate participants' knowledge of contemporary France (institutions, politics and administrations; social affairs; basics of economy and public finance; important issues in current affairs), and also their knowledge of Europe and of fundamental geopolitical issues.

The lessons are organized around a common core courses and two specialized courses in connection with the proposed Masters (see below): one focused on issues of international relations and the other on public management.

Different formats are offered: seminars, panel discussions, simulations, comparative workshops, case studies, collaborative work...

The teaching of French, which is directly linked to the themes covered during the course, also plays an important part, as does methodology. Emphasis is laid on an intercultural approach, which must allow students to get to know each other better and to share their experiences. Study visits are also organized. This period thus has a threefold objective: to create a common base of knowledge and a shared culture, to increase knowledge and skills in specialty areas, and to prepare to work in common with the French students during the second part of education.

### AN INTERNSHIP IN A CENTRAL OR DEVOLVED ADMINISTRATION (7 WEEKS)

Overseas students are placed in a sector of the French administration, the functions of which are similar to those of their home administration. Internship locations are thus diverse. The aim of this part of the course is for students to compare working methods and decision-making procedures in an administration parallel to their own and to participate directly in administrative work. During this internship, students must demonstrate their ability to adapt, analytical skills, sense of human relations and ability to work in a new environment.

Postings are decided by the Director of the School, with input from the Director of Internships, after a procedure gathering students' internship preferences.

At the end of the internship each student submits a 5-pages report by which the work submitted and lessons learned from the experience can be assessed. A jury appointed by the School Director awards a mark and attaches an assessment commentary to this.

### PERIOD IN COMMON WITH FRENCH CIVIL ADMINISTRATORS (13 WEEKS)

This period constitutes a phase to deepen the knowledge and to exercise analytical and prospective thinking. Work takes place in small groups and with non-ENA high-ranking French civil servants recruited by lateral entry. These are appointed by the government, on the recommendation of a selection committee, to a corps otherwise recruited among ENA graduates, in the proportion of 6 to 9. On appointment, they participate in an ENA training programme corresponding to their previous professional experience and to the special skills and aptitudes required by their new responsibilities.

This common study period allows students to acquire the practical knowledge necessary for exercising missions linked to high-ranking posts in the administration. It is a unique opportunity for the exchange and sharing of ideas and experience, in particular through group work.

This period includes:

#### ► Broad teaching modules, with a particular focus on:

- european affairs
- international issues and the position of France in the world
- public management, the roles and responsibilities of senior officials, management of human resources
- the modernization of the State, and the tools used by management and public authorities
- territories and public policy
- economic and financial affairs.



Teaching formats are varied: conferences, round tables, negotiation simulations, crisis management, media-training, small workshops, case reviews. The noteworthy speakers are mostly senior officials, but also French and foreign personalities of leading consultants, academics, representatives of major local authorities...

- ▶ **group works, in which each student contributes to, aimed at:**
  - encouraging the sharing of international experience and collaborative work
  - implementing both written and oral communication skills of students.
- ▶ **a social module including:**
  - lectures on the major issues and the means of applying public policy in the economic and social field
  - a short internship in an organization with a social purpose (association or public structure) allowing students to make contact with different welfare applicants (housing, immigration, work and social integration, disabilities).
- ▶ **classes in French as a foreign language and in the methodology of drafting administrative documents:**
  - to provide the tools to perfect both written and oral interventions in French
  - teaching methods and exercises to Master the techniques of composition and business writing, to improve style and readability.

### 3 - ASSESSMENT

An examination board, appointed by the Directorate of the School, interviews each student from the CIP at the beginning and end of

the course in order to analyse his or her profile and to guide him or her in his/her choices according to his/her competences, and to evaluate the correlation between the training project and its implementation.

Assessment is based on written examination, the mark awarded and assessment for the internship and a viva with the examination board. Attendance is also taken into account.

Students who have passed exams are awarded a **CIP International Diploma in Public Administration**.

This diploma is awarded by the Directorate of the School on the basis of all the tests and assessments undertaken by each student. The pass mark is 10/20.

### 4 - MASTERS OFFERED TO CIP STUDENTS

Students registered on this course have the possibility of studying for a **masters in one of two special areas: "Administrations and international affairs" or "Administrations and public finance"**. These masters programmes are jointly run with two renowned partner universities: **University of Paris 1 and University of Strasbourg**. These programmes will be presented in detail to the students when entering the school in Strasbourg.

These Masters operate on the basis of the validation of part of the taught course and the internships comprised in the initial training period, to which are added teaching modules which are specialized according to the thematic orientation of the chosen Masters. N.B: all classes are taught at ENA in Strasbourg.

Students must write a professional thesis, under the supervision of a tutor, and defend it at a viva by **the beginning of July in year N**.

### 5 - SCHEDULE

Year	Date	Location	Content
Year N-1	December to February	School in Strasbourg	Preparatory phase: contemporary France, the French civil service, Europe...
			Specialized courses: - Administrations and International Affairs - Administrations and public finance
	March - April	France	Internship in a public administration
Year N	End of April - end of July	School in Strasbourg	Common core with the French students on the Advanced administrators

# THE IRA INTERNATIONAL COURSE (CiIRA)



Created from 1971 on, France's five Regional Institutes of Administration (IRA) based in Bastia, Lille, Lyon, Metz and Nantes train administrative "attachés", the administrators that form the backbone of the French civil service. Civil servants working in general administration, "attachés" occupy management posts in a wide variety of areas: human resources management, finance, studies in legal, economic or social fields. They play active roles in managing change in a civil service that is in flux and they are trained in all the different methods of working and action in the public administration: management by objectives, team supervision and leadership, project management, networking, quality approach...

Each IRA takes 130 students each year recruited by different competitive entrance examinations.

In 2012, the IRA introduced a new 8-month course, the IRA international course, or CiIRA.

## 1 - ADMISSION REQUIREMENTS

Applicants must:

- be **civil servants** or **public sector officers**,
- have a degree at **Masters 1 level** or **have completed an equivalent course**
- have at least some **professional experience**,
- speak and write **fluent French**,
- pass the **joint ENA/IRA entrance examinations** which require a good knowledge of the French administrative system and the European institutions

## 2 - OBJECTIVES OF THE TEACHING MODULES

- To become acquainted with public service culture: the rights & duties of the civil servant, ethics, values, internal codes and customs
- To acquire a grasp of the practices of public administration through its managers, its issues and an across-the-board thematic approach to public policy (budgetary frameworks, accounting, financial analysis, consistency in public policy)
- To appropriate the positioning and the role of the public service manager (basics of interpersonal communication, project management, operational management,...)

These objectives are also those of the initial training given to French trainee "attachés", who have passed the IRA competitive entrance examinations and who are destined to hold administrative management posts and responsibilities in ministerial departments in Paris or in ministries' local branches and field services throughout the country.

The course alternates teaching in the Institutes and periods in professional settings (internships in administrative departments or services).

## 3 - COURSE ORGANIZATION

The course takes place in one of the five IRA - Bastia, Lille, Lyon, Metz or Nantes - over a period of 8 months, from September of year N to April of year N+1.

It is divided up as follows:

### A 6-MONTH INTRODUCTORY PHASE (SEPTEMBER TO FEBRUARY)

This phase includes 4 months of teaching at the Institute and a 7-week internship in an administrative department.

This phase of the course is a common core also followed by the Institute's trainee "attachés", but it can also be **individualized** with modules from the continuing education offer in order to be more in tune with the student's initial training and career so far.

- **The 4 months of teaching (September/October, then January/February) at the Institute** are intended to enable students to acquire the basic knowledge, know-how and personal skills needed to operate as an administrative "attaché" through the appropriation of the public service culture, the practices of public administration and a mastery of the managerial skills required by the management position and role.
  - **The 7-week internship** (November/December) takes the form of an immersion in a professional setting, namely a department in the French civil service (central government departments, Prefectures, other ministries' local branches and field services, local government organizations, public-sector institutions...).
- The department where the internship will be carried out will be decided in consultation with each student, taking into account his or her career plans and previous experience.

### AN EXTENSION PHASE (MARCH TO APRIL)

This phase, providing the opportunity to extend and deepen the student's knowledge, is also followed by all the trainee "attachés". **The teaching content in this phase covers one of following professional fields, at the student's choice:**

- Ministerial departments,
- Ministries' local branches and field services,
- School and higher education administration.

## 4 - ASSESSMENT

Students are assessed at the end of the course. Students will receive a certificate stating that they have passed the CiIRA training course on completion of the course.

The opportunity to complete this cycle by obtaining a Master in the partner universities of the IRA will be considered on a case by case basis.

## 5 - TUITION FEES

The tuitions fees for the CiIRA course are €4,000. The student should add general living expenses to this amount. Bursaries may be available from national or international institutions, public or

private, or from the government presenting the applicant. Bursaries may also be applied for from the cooperation and cultural action department ("SCAC") of the French Embassy in the student's home country.

## 6 - HOW TO APPLY

The same application form is used for all the ENA's international courses. It is therefore necessary to indicate on the form which course has been chosen (CiIRA). Application forms should be deposited with the SCAC of the French Embassy in the applicant's home country.

**Application forms are available from the SCAC at French embassies or online on the ENA and IRA websites.**

# ENTRY PROCEDURE AND SELECTION PROCESS FOR CANDIDATES ON ENA AND IRA LONG INTERNATIONAL COURSES

## 1 · PRESENTATION OF THE ENA-IRA COURSES

COURSES	DURATION	DATES	TARGET AUDIENCE
<b>LONG INTERNATIONAL COURSE</b> (CIL)	<b>16 months</b> - initial phase: 1 month - 15 months, common core with French students (internships + classes) - 2 months (optional) to write and defend a masters thesis	December (year N) January (year N +1) to March (year N+2) April-May (year N+2)	<b>Young civil servants from abroad or exceptionally foreign students at the end of their studies intending to go into the civil service in their home country</b>  Common core with the initial training of French ENA students (15 months)
<b>INTERNATIONAL ADVANCED TRAINING COURSE</b> (CIP)	<b>8 months</b> - Initial phase: 3 months - 5 months, common core with French students (internships + classes), masters thesis' preparation included	December (year N) to February (year N+1) March to July (year N+1)	<b>Experienced foreign civil servants</b>  Common core with French civil servants on the Advanced administrators' course (continuing education course, 5 months)
<b>INTERNATIONAL COURSE</b> (CiRA)	<b>8 months</b> - 6-month, introductory phase - 2-month, extension phase	September (year N) to April (year N+1)	<b>Young or already experienced foreign civil servants</b>  Common core French trainee "attachés" who have passed the IRA entrance examination (8 months)

## 2 · THE VARIOUS STAGES IN THE SELECTION PROCEDURE

DECEMBER: THE FOLLOWING DOCUMENTS ARE SENT BY ENA TO THE EMBASSIES:

- application forms to be filled in by the candidates
- shortlist forms to be filled in by the Embassy
- prospectuses on the ENA and IRA's international courses
- the selection tests:
  - written test
  - test of knowledge and reasoning
  - the specialization test in "International relations" and "Administration and Public management".

## JANUARY: SHORTLISTING BY EMBASSISES

---

### ► THE APPLICATION FORM AND TWO PAMPHLETS ON INFORMATION AND PREPARATION ARE SENT TO CANDIDATES

### ► PRESELECTION INTERVIEWS WITH CANDIDATES

The selection board is made up of five qualified people.

The aim of the interview is to ascertain that the candidate has the requisite intellectual ability and personal qualities profitably to follow the course(s) for which he or she has applied and to take on responsibilities afterwards in the civil service. Questions will centre on the candidate's knowledge, motivation, experience, his or her career plan (cf. the various sections on the pre-selection form).

### ► TESTS

**The three tests are compulsory for all candidates.** The exams takes place on one half-day, and take four hours. No documents are allowed. For reasons of confidentiality, examination papers must not in any circumstances be taken away from the examination hall.

#### - Test of written expression

All candidates take a written test in French (an example of this test can be found in the prospectus on international courses). The aim of this test is to ensure that the candidate is sufficiently fluent to benefit fully from the course.  
Duration: 1 hour.

#### - Test of knowledge and reasoning

The aim of this test is to evaluate basic knowledge by a series of questions requiring precise answers. The capacity to reason and argue a point is examined by means of an essay question, chosen among a number of options.  
Duration: 2 hours.

#### - Specialization test

Test of advanced knowledge. Students may choose between "International Relations" and "Administration and Public management". The aim of this test is to assess knowledge in a specific domain by means of multiple choice questions and a short essay questions.  
Duration: 1 hour.

*NB: some candidates living in France take the test in Paris. **They must however contact the French Embassy in their home country to inform them of their candidacy and possibly request funding.** Candidates from international organizations should contact the French embassy in which their organization has its headquarters.*

## FEBRUARY: SHORTLISTED DOSSIERS ARE SENT TO ENA

---

### FEBRUARY - 31<sup>ST</sup> MARCH

---

Exams are corrected. Dossiers are examined along with exam results by the Directorate of International Relations at ENA.

Candidates to be invited to the oral exams are selected.

### APRIL - MAY

---

Selection interviews in the Embassies of shortlisted candidates, by ENA, or by video conference from ENA's centre in Paris.

For candidates who have taken the exams in Paris, interviews take place at ENA's centre in Paris.

Candidates interviewed must state whether or not they wish to follow one of the three Masters offered by ENA in collaboration with its partner universities.

### JUNE

---

Final meeting of ENA's and IRA's selection boards, chaired by the Directors, who validate the list of candidates to be offered a place. Candidates are informed of the results via their Embassy.

On reception of the results, the Embassies contact candidates who have been offered a place. They also contact CAMPUS FRANCE in order to organise bursaries.

Candidates offered a place must confirm to ENA whether they wish to follow the course for which their application has been successful, and must, if applicable, indicate the Masters programme they wish to take.

There is no per country quota: only the intellectual and personal value of the individual is taken into account in the decision to offer a place.

# PREPARING FOR THE TESTS

## BIBLIOGRAPHY

Admission to the ENA and IRA international courses is selective.

To increase your chances of success, it is essential that you prepare for the entrance examinations ([www.ena.fr](http://www.ena.fr)). Furthermore, given that you will be studying alongside French students and carrying out internships in positions of responsibility, you must also refresh your knowledge of France and its institutions and the European Union and its institutions by consulting the bibliography or using the links that you will find below.

Finally, to pass the oral examinations, you will need to demonstrate that you have a perfect knowledge of the history, geography, economics and the political and administrative institutions of your home country and demonstrate a sense of curiosity and interest in the societal issues facing the world today.

### WORKS

#### 1) POLITICAL INSTITUTIONS

- CHEVALLIER Jean-Jacques, CARCASSONNE Guy, DUHAMEL Olivier, *Histoire des institutions et des régimes politiques de la France T. 2, Histoire de la V<sup>e</sup> République, 1958-2012*, 14<sup>e</sup> éd., Paris, Dalloz, 2012, 642 p.
- FORMERY Simon-Louis, *La Constitution commentée article par article*, 2013-2014, 16<sup>e</sup> éd., Paris, Hachette supérieur, Les Fondamentaux, 2013, 175 p.
- GRANDGUILLON Dominique, *L'essentiel des institutions politiques et administratives de la France*, 2012-2013, 9<sup>e</sup> éd. à jour de la réforme des collectivités territoriales, Paris, Gualino Collection Les carrés, 2012, 142 p.
- PACTET Pierre, MELIN-SOUCRAMAMIEN Ferdinand, *Droit constitutionnel*, 32<sup>e</sup> éd., Paris, Sirey, Collection Sirey université, 2013, 654 p. À PARAITRE

Site du Conseil constitutionnel :

[www.conseil-constitutionnel.fr/conseil-constitutionnel/francais/la-constitution/la-constitution-du-4-octobre-1958/la-constitution-du-4-octobre-1958.5071.html](http://www.conseil-constitutionnel.fr/conseil-constitutionnel/francais/la-constitution/la-constitution-du-4-octobre-1958/la-constitution-du-4-octobre-1958.5071.html)

#### 2) ADMINISTRATIVE LAW

- ROUAULT Marie-Christine, *L'essentiel du droit administratif général*, 2013-2014, 11<sup>e</sup> éd., Paris, Gualino, Collection Les carrés, 2013, 144 p.
- WEIL Prosper, POUYAUD Dominique, *Le droit administratif*, 24<sup>e</sup> éd. mise à jour, Paris, PUF, Que sais-je ?, 2013, 127 p.

#### 3) LOCAL GOVERNMENT

- BOEUF Jean-Luc, MAGNAN Manuela, *Les collectivités territoriales et la décentralisation*, 5<sup>e</sup> éd. Paris, La Documentation française, 2009, 174 p.
- BOUVIER Michel, *Les finances locales*, 15<sup>e</sup> éd. Paris, LGDJ, Collection Systèmes, Collectivités locales, 2013, 315 p.
- GIRARDON Jean, *Les collectivités territoriales*, 2<sup>e</sup> éd. Paris, Ellipses, Collection Mise au point, 2011, 223 p.

#### 4) PUBLIC SERVICE

- PEISER Gustave, *Droit de la fonction publique*, 21<sup>e</sup> éd. Paris, Dalloz, Collection Mémentos Dalloz, Droit public-science politique, 2012, 200 p.
- *Ministère de la fonction publique, Direction générale de l'administration et de la fonction publique (DGAFP)*, Rapport annuel sur l'état de la fonction publique 2011-2012. Paris : La Documentation française, 2012 <http://www.fonction-publique.gouv.fr/publications/rapport-annuel-0>.

#### 5) THE EUROPEAN UNION AND THE FRENCH ADMINISTRATION

- CLERGERIE Jean-Louis, GRUBER Annie, RAMBAUD Patrick, *L'Union européenne*, 9<sup>e</sup> éd. Paris, Dalloz, Collection Précis Dalloz, Droit public-science politique, 2012, 928 p.

- DOUTRIAUX Yves, LEQUESNE Christian, *Les institutions de l'Union européenne après le traité de Lisbonne*, préface de Jacques Ziller, 8<sup>e</sup> éd. Paris, La Documentation française, Collection Réflexe Europe, 2010, 213 p.
- SAURON Jean-Luc, LANCERON Virginie, *L'administration nationale et l'Europe: acteurs nationaux et décisions communautaires*, préface de José Manuel Barroso, Paris, La Documentation française, Collection Réflexe Europe, 2008, 126 p.

#### 6) FRANCE'S ROLE IN THE WORLD AND ITS MEANS OF ECONOMIC ACTION

- *France 2025 : diagnostic stratégique : état des lieux 2008*, Premier ministre, Secrétariat d'État chargé de la prospective, de l'évaluation des politiques publiques et du développement de l'économie numérique, avril 2008. Paris, La Documentation française, 2008, 267 p. <http://www.ladocumentationfrancaise.fr/rapports-publics/084000246/index.shtml>
- Sous la dir. de GAUCHON Pascal, HUISSOUD Jean-Marc, *Vive la France quand même ! Les atouts de la France dans la mondialisation*, Rapport Anteios 2011. Paris, PUF, Collection Major, 1242-4935, 2010, 346 p.

#### 7) PUBLIC FINANCE

- ARKWRIGHT Edward, BCEUF Jean-Luc, COURRÈGES Cécile, et al., *Les finances publiques et la réforme budgétaire*, 6<sup>e</sup> éd., Paris, La Documentation française, Collection Découverte de la vie publique, 2012, 183 p.
- BARILARI André, BOUVIER Michel, *La LOLF et la nouvelle gouvernance financière de l'État*, 3<sup>e</sup> éd. Paris, LGDJ, 2010, 261 p.
- MORDACQ Frank, *Les finances publiques*, 2<sup>e</sup> éd. mise à jour, Paris, PUF, Que sais-je ?, 2012, 127 p.

#### 8) INTERNATIONAL

- BONIFACE Pascal, VÉDRINE Hubert ; cartographie de MAGNIER Jean-Pierre, *Atlas du monde global*. Nouvelle éd. revue et augmentée, Paris, A. Colin, Collection Fayard, 2010.
- LEFEBVRE Maxime, *Le jeu du droit et de la puissance : précis de relations internationales*, 4<sup>e</sup> éd., Paris, PUF, Collection Major, Service public 2013, 632 p. À PARAITRE
- VAÏSSE Maurice, *Les relations internationales depuis 1945*, 13<sup>e</sup> éd., Paris, A. Colin, Collection U, 2013, 320 p.

#### 9) FRENCH LANGUAGE

- ABBADIE Christiane, CHOVELON Bernadette, MORSEL Marie-Hélène, *L'expression française écrite et orale, B2-C1 : renforcement pour l'expression écrite et orale, grammaire et style*, Saint-Martin-d'Hères, PUG, 2008, 243 p.
- KADYSS Roselyne, NISHIMATA Aline, *Rédiger avec succès lettres, e-mails et documents administratifs : le style administratif, lettre, e-mail, note administrative, note de synthèse, compte rendu, procès-verbal, rapport, arrêté, circulaire, communiqué de presse et avis, décision, bordereau, livre de bord...*, 5<sup>e</sup> éd., Paris, Gualino, Collection Les carrés, 2012, 216 p.

## INTERNET SITES

- ▶ **The Government Portal** presents the outlines of government policy by theme, gives reference information (minutes of the Council of Ministers, Prime Minister's speeches) and information about the Office of the Prime Minister: [www.gouvernement.fr](http://www.gouvernement.fr)
- ▶ **The Ministry for Foreign and European Affairs** presents on its website information about France under the following headings: France, France in Europe, France in the world, Current Affairs, Foreign Policy, and Coming to France: [www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr)
- ▶ **"Service public"** (public service) is the key internet site for the French administration. It offers various headings: a directory of the administration, online services and downloadable forms, information on administrative procedures, etc. [www.service-public.fr](http://www.service-public.fr)
- ▶ **The library of public reports:** free access to major reports is provided on all aspects of public policy: [www.ladocumentationfrancaise.fr/rapports/index.shtml](http://www.ladocumentationfrancaise.fr/rapports/index.shtml)
- ▶ **"Vie publique"** allows the public to follow the development of public policies and dossiers on institutions and the main reforms in progress: [www.vie-publique.fr](http://www.vie-publique.fr)
- ▶ **The CAMPUS FRANCE** site gives general information on opportunities for training in France for students, researchers and professionals from overseas. The site includes useful information to find a host establishment, carry out the necessary procedures before leaving and organising accommodation: [www.egide.asso.fr](http://www.egide.asso.fr)
- ▶ [www.elysee.fr](http://www.elysee.fr) / [www.assemblee-nationale.fr](http://www.assemblee-nationale.fr) / [www.senat.fr](http://www.senat.fr) / [www.legifrance.gouv.fr](http://www.legifrance.gouv.fr) / [www.insee.fr](http://www.insee.fr) / [http://europa.eu/index\\_fr.htm](http://europa.eu/index_fr.htm) / [www.ladocumentationfrancaise.fr](http://www.ladocumentationfrancaise.fr)
- ▶ **Parliamentary assemblies website:** [www.senat.fr](http://www.senat.fr) and [www.assemblee-nationale.fr](http://www.assemblee-nationale.fr)
- ▶ and also: [www.ladocumentationfrancaise.fr](http://www.ladocumentationfrancaise.fr) / [www.elysee.fr](http://www.elysee.fr) / [www.legifrance.gouv.fr](http://www.legifrance.gouv.fr) / [www.insee.fr](http://www.insee.fr) / [www.ccomptes.fr](http://www.ccomptes.fr) / [www.acteurspublics.com](http://www.acteurspublics.com) / [www.performance-publique.budget.gouv.fr](http://www.performance-publique.budget.gouv.fr)
- ▶ **European Union:** [www.Europa.eu](http://www.Europa.eu) and [www.europal.europa.eu](http://www.europal.europa.eu)

ENA's site: [www.ena.fr](http://www.ena.fr)

The previous year's examination tests can be downloaded here:

<http://www.ena.fr/index.php?fr/formation/Cycles-internationaux/tests-de-selection>

## NUMBERS OF STUDENTS TAKING INTERNATIONAL COURSES AT ENA FROM 1949 TO 2013

<b>Europe and Central Asia zone</b>		Russia	53	Mauritius	21	Haiti	13
Albania	8	Serbia	5	Niger	27	Honduras	1
Andorra	3	Slovakia	14	Rwanda	1	Mexico	45
Armenia	9	Slovenia	5	Sao Tomé and Príncipe	2	Paraguay	6
Austria	31	Spain	40	Senegal	47	Peru	10
Azerbaijan	3	Sweden	10	South Africa	1	Quebec	96
Belgium	20	Switzerland	8	Togo	19	Sainta Lucia	1
Bosnia/Bosnia-Herzegovina	4	Turkey	41	<b>TOTAL 497</b>		Salvador	1
Bulgaria	28	Ukraine	6	<b>North Africa/Middle East zone</b>		United States	58
Croatia	10	United Kingdom	107	Algeria	93	Uruguay	5
Cyprus	2	Uzbekistan	1	Egypt	41	Venezuela	12
Czech Republic	35	The former Yugoslavia	5	Iran	3	<b>TOTAL 491</b>	
Denmark	31	<b>TOTAL 1 388</b>		Israel	8	<b>Asia and Oceania zone</b>	
Estonia	2	<b>Africa</b>		Jordan	2	Afghanistan	3
Finland	29	Angola	1	Lebanon	37	Australia	34
Georgia	8	Benin	17	Libya	2	Bangladesh	10
Germany	421	Burkina Faso	5	Morocco	222	Bhutan	3
Greece	89	Burundi	3	Palestine	6	Cambodia	38
Hungary	38	Cameroon	71	Saudi Arabia	1	China	89
Ireland	23	Central African Republic	16	Syria	14	Hong-Kong	1
Italy	88	Chad	25	Tunisia	83	India	27
Kazakhstan	7	Comoros	7	Yemen	1	Indonesia	1
Kyrgyzstan	1	Congo	24	<b>TOTAL 513</b>		Japan	137
Kosovo	1	Democratic Republic of Congo	14	<b>Americas zone</b>		Laos	13
Latvia	7	Djibouti	4	Argentina	31	Mongolia	2
Lithuania	5	Equatorial Guinea	1	Bolivia	5	New Zealand	6
Luxemburg	7	Ethiopia	3	Brazil	34	Pakistan	3
Macedonia	3	Gabon	32	Canada	77	The Philippines	1
Moldavia	4	Ghana	2	Chili	14	Singapore	4
Monaco	7	Guinea	24	Colombia	62	South Korea	24
Montenegro	1	Guinea Bissau	1	Costa Rica	1	Sri Lanka	1
Norway	13	Ivory Coast	22	Cuba	1	Thailand	14
Netherlands	48	Kenya	2	Dominican Republic	2	Vietnam	46
Poland	46	Madagascar	47	Ecuador	12	<b>TOTAL 457</b>	
Portugal	10	Mali	21	Guatemala	4		
Romania	50	Mauritania	37				

**GRAND TOTAL 3 346**



# PRATICAL QUESTIONS

## THE INTERNATIONAL CYCLES

### CALENDARS

CIL beginning of December (year N) – end of March (year N+2)

CIP beginning of December (year N) – end of July (year N+1)

CiIRA beginning of September (year N) – end of April (year N+1)

[www.ena.fr](http://www.ena.fr)

### ADMINISTRATIVE DOCUMENTS

If necessary, ENA facilitates the administrative procedures undertaken by overseas students in order to obtain a residence permit.

### FEES

#### REGISTRATION FEES

- There are no registration fees for the CIL.
- The registration fee for the CIP is set at €4000
- The registration fee for the CiIRA is set at €4000

#### FEES FOR WHICH STUDENTS ARE RESPONSIBLE (variable from course to course)

- Living expenses in France (housing and food)
- Travel expenses and living expenses during the internship
- Participatory fees for the various trips and seminars organized within the framework of the course.

#### Examples of prices in Strasbourg:

- Price for a furnished studio (1-roomed flat with bathroom and kitchenette), from €450 to €700, bills included, per month
- City transport, €46.60 per month
- Meal ticket (university restaurant), €3.10.

The minimum wage in France in 2013 was €1430.22. This gives some indication of the cost of living.

If students require it, the School can deliver a receipt showing the expenses incurred for each trip. This will allow them to obtain a partial or total refund of expenses from their home government.

### FUNDING (BURSARIES)

Candidates from certain countries can apply to their home government for funding, or to the French government for a bursary from the Ministry of Foreign and European Affairs, through the French Embassy.

Bursaries from the French Government are administered, in France, by CAMPUS FRANCE, which carries out, for the students and internees concerned, the administrative formalities necessary to stay in France (residence permit and social security).

German candidates have to apply for a bursary from the German Bureau for University Exchanges (Deutscher Akademischer Austausch Dienst, DAAD), which centralises applications, before December the 20th of the year previous to the year of selection (Contact: M<sup>me</sup> Steffi Kretschmer, Tel: +49 228-882-468, Bonn, e-mail: kretschmer@daad.de).

### HOUSING

Campus France will organise accommodation for all students receiving a bursary from the French government.

Other students will receive all the information they need about accommodation options in Strasbourg and during their internships when they are admitted onto the course.

### INSURANCE

#### OVERSEAS STUDENTS WITH BURSARIES MANAGED BY CAMPUS FRANCE

CAMPUS FRANCE's social security covers, as well as the partial refund of health expenses, the civil liability of the student, and the cost of repatriation to the country of origin in case of illness, accident or death.

#### OVERSEAS STUDENTS WITHOUT BURSARIES MANAGED BY CAMPUS FRANCE

**Students without bursaries are obliged either to take out insurance for their civil liability, and for illness and accident, valid throughout their course in France and abroad, or to check that they are covered in France for these eventualities by their insurance in their home country. A certificate of insurance must be provided.**

If they wish students may get in touch with

**Fac International,**

56 rue de Londres · 75008 Paris

Tel: +33 (0)1 44 70 77 77 · Fax: +33 (0)1 42 93 44 93

Web site: [www.fac-international.com](http://www.fac-international.com)

**In all cases all students taking international courses must ensure that they are covered by a contract for civil liability for all activities in which they will be involved during their time at the school and for trips within France and abroad.**

### INFORMATION

For any information, please contact:

M<sup>rs</sup> Lydie MAULET or M<sup>rs</sup> Malika BENHAMED

**Service of relations with overseas students**

**ENA, Direction des Relations Internationales**

2 avenue de l'Observatoire · 75272 Paris Cedex 06

Tel: +33 (0)1 44 41 85 78/43 · Fax: +33 (0)1 44 41 85 99

E-mail: [dri.eleves@ena.fr](mailto:dri.eleves@ena.fr)

## CONTACTS WITH THE DIRECTORATE OF INTERNATIONAL RELATIONS AT ENA

---

### PIERRE THENARD

Director  
+33 (0)1 44 41 85 11  
pierre.thenard@ena.fr

---

### MAX BRUNNER

Deputy Director  
+33 (0)1 44 41 85 21  
max.brunner@ena.fr

---

### AMÉLIE PARENTEAU

Head of Relations with overseas students and administrative and financial management  
+33 (0)1 44 41 85 98  
amelie.parenteau@ena.fr

---

### LYDIE MAULET

Manager entrusted with relations with overseas students  
+33 (0)1 44 41 85 78  
lydie.maulet@ena.fr

---

### JÉRÔME GUYON

Head of the Africa and Middle East Department  
+33 (0)1 44 41 85 78  
jerome.guyon@ena.fr

---

### BTISSAM EL JAZOULI

Area manager, Africa and Middle East Department  
+33 (0)1 44 41 85 30  
btissam.eljazouli@ena.fr

---

### HÉLÈNE MAZERAN

Head of the Americas Department  
+33 (0)1 44 41 85 81  
helene.mazeran@ena.fr

---

### NADINE GARDELLE-CORINGE

Area manager, Americas Department  
+33 (0)1 44 41 85 88  
nadine.gardelle@ena.fr

---

### CHANTAL SEVRIN

Head of the Asia-Oceania Department  
+33 (0)1 44 41 85 42  
chantal.sevrin@ena.fr

---

### ALEXANDRE TRAN-CHUONG

Deputy Director of the Asia-Oceania Department  
+33 (0)1 44 41 85 27  
alexandre.tran-chuong@ena.fr

---

### JACQUELINE REPELLIN

Head of the Europe Department  
+33 (0)1 44 41 85 61  
jacqueline.repellin@ena.fr

---

### CLAUDINE JUSTAFRE

Area manager, Europe Department  
+33 (0)1 44 41 85 87  
claudine.justafre@ena.fr

---

### EMMANUEL VERGNE

Head of the Multilateral Affairs and Calls for Tender Department  
+33 (0)1 44 41 85 91  
emmanuel.vergne@ena.fr

---

### CRISTINA MENDES

Deputy Director of the Multilateral Affairs and Calls for Tender Department  
+33 (0)1 44 41 85 57  
cristina.mendes@ena.fr

# OTHER MASTERS OPEN TO FOREIGN STUDENTS

In addition to the Masters programmes offered to students enrolled in an international cycles mentioned above, ENA offers two degree programmes open to working individuals wishing to complete their university studies.

## EUROPEAN MASTER'S DEGREE IN GOVERNANCE AND ADMINISTRATION (MEGA)

This French-German training programme was established in 2005.

Master bilingual, it offers a double degree from the **University of Paris 1** and the **University of Potsdam** with the participation of the ENA, the French Academy of Public Administration, and the Humboldt University in Berlin. It concerns each year about **thirty public servants from France, Germany and other European countries**. The lessons taught by academics and senior officials from both countries are characterized by the focus on public policy issues and a strong comparative approach.

As from 2013, the MEGA will be a sandwich course, with 4 modules lasting 2 weeks each and a 9-week internship alternating with the student's normal professional activity. The programme is spread over 24 months.

For further information, go to: [www.mega-master.eu](http://www.mega-master.eu) and to the "Master's degrees" page on Ena's web site.  
E-mail: [fabrice.larat@ena.fr](mailto:fabrice.larat@ena.fr)

## MASTER'S DEGREE ON RISK MANAGEMENT IN LOCAL GOVERNMENT (MGR)

This programme results from a partnership between ENA and the **Ecole Internationale des Sciences du Traitement de l'Information** (EISTI). Its objective is to train "risk managers" able to understand and manage the different types of risks on territories.

The **twenty or so participants** who enrol each year are a mixture of professionals and students working in a risk management context in its broadest sense (public health, civilian safety, environmental, technological, legal, urban, health and other risks). This Master's lasts fifteen months and is taught over three successive phases:

1. 9 two-day modules taught in Strasbourg on Thursdays and Fridays, focusing on the different types of risk (from October of the first year to March of the second year)
2. preparation of a professional project or internship (lasting at least five months, to be carried out between April and November of the second year)
3. writing and defending the applied research thesis (January of the third year).

For further information, go to the "Master's degrees" page on Ena's web site.  
E-mail: [kim.griffin@ena.fr](mailto:kim.griffin@ena.fr)

# THE POSTGRADUATE COURSE IN EUROPEAN STUDIES (CHEE)

Aimed at corporate executives with great potential, the Postgraduate Course in European Studies provides high-level training and a thorough introduction to the main issues of current EU public policy. During work sessions in Paris, Brussels, Strasbourg and EU Member States capitals, Europe's main decision-makers will guide you through the policy-setting mechanisms of the European Union.

"In terms of its quality and breadth, as well as the diversity of its speakers and participants, the Postgraduate Course in European Studies (CHEE) is a hotbed of European culture, skills and know-how. For all those who want an in-depth understanding of Europe - where it comes from, what it is doing, where it is going - this program provides keys and networks to help you shape opinions, advance your career, and become a more influential European." From a statement by Jean-Claude Dardelet, Vice-President of Institutional Affairs for Thales Alenia Space and a member of the "Valéry Giscard d'Estaing" class.

Every year, an outstanding European figure is named as the patron of the class (Simone VEIL in 2007, Jacques DELORS in 2008, Valéry GISCARD D'ESTAING in 2009, Felipe GONZALEZ in 2010, Mário SOARES in 2011, Jean-Claude TRICHET in 2012, Joschka FISCHER in 2013 and Jean-Claude JUNCKER in 2014).

## 1 - AUDITORS' PROFILE

"For me, the CHEE was an ideal complement to my career path!" (Javier Condé, Foreign Affairs Advisor in Madrid, "Jacques Delors" class).

The Postgraduate Course in European Studies is designed for a class of some 40 high-potential from Europe or non-European countries, from different professional backgrounds, with proven responsibility in their area of expertise and at least 8 years of professional experience.

Applicants must have a perfect command of French and at least a passive knowledge of English. No previous knowledge of or professional experience in the European affairs is required.

## 2 - COURSE DURATION

The Postgraduate Course in European Studies is designed bearing in mind the demanding schedules of high-level professionals. It consists of 10 training seminars of 3 to 5 days per month from January to November.

## 3 - TEACHING CONTENT

The work sequences are focused on present-day Europe and constantly evolving Europe.

The Cycle seeks to shed light on the challenges and mechanisms for crafting European policy (drawing up, negotiation and implementation processes). It gives precedence to teaching methods and content focused on concrete experience. It is particularly based on lectures, case studies and study trips in European countries, in direct connection with European current affairs.

"The 'speak frankly' rule was generally followed by the guests, which made this cycle a fairly unique meeting place" (Anne-Claire Defossez, Deputy Director of the Town of Cergy, "Jacques Delors" class).

One of the Cycle's objectives is to form and strengthen a European professional network. In this respect, it gives rise to meetings with decision-makers in the cities where the European institutions are based as well as Europe's other capitals, and organises work sequences looking at the complementary nature of professions and experience-sharing between auditors.

## 4 - ENROLMENT CAMPAIGN

The enrolment campaign starts during summer preceding each session.

First, applications undergo a pre-selection at the National School of Administration (ENA). Then, pre-selected applicants are later interviewed by the Selection Committee during the month of October.

The interview will mainly focus on applicants' motivations and what are their expectations of the CHEE from a career point of view.

**You can download the application form every year during the recruitment period (May-September) on the website of the School: [www.ena.fr](http://www.ena.fr)**

## 5 - ADMISSION FEES

Admission fees include all teaching costs, transport, accommodation and a part of meals expenditures throughout the duration of the modules.

The category to which the applicant belongs will be determined by the paying body at the time of the application depending on the applicant's profile.

Admission fees are payable to ENA and set for 2014 as shown in the fees table below:

### ► FEE LEVEL 1

Trade unions – Print media journalists – Religious representatives: €5,000

### ► FEE LEVEL 2

Civil servants – Civil Service Healthcare – Radio and television journalists: €9,500

### ► FEE LEVEL 3

Communities and Local Government civil servants – EU Administration – Elected officials – Public- and private-sector enterprises and organizations: €13,500

# INTERNATIONAL COURSES SPECIALIZING IN PUBLIC ADMINISTRATION (CISAP)

## 1 - AIMS OF THE CISAP

The International Courses Specializing in Public Administration (CISAP), of variable duration from two to four weeks, aim to **offer experienced civil servants from overseas advanced intensive professional training in their specialist subject on a very specific theme**. Details of this training offer appear in an annual prospectus.

The CISAP courses are specialist courses on particular administrative problems (policies, procedures, management), which they tackle in a very practical way.

The choice of themes is made in accordance with a desire to treat classic subjects such as the organization of parliamentary work and the execution of the state budget, the control and evaluation of public management, human resources management, and the management of the civil service, international negotiation and the protection of human rights, but also to tackle problems linked to the development of national and international current affairs, the development of new public management techniques and themes linked to the process of the reform of the State. **A prospectus, updated every year**, is sent to French Embassies abroad. It can be consulted and downloaded from the ENA site: [www.ena.fr](http://www.ena.fr)

## 2 - TEACHING METHODS

French experience is the starting point for debate, but the comparative approach and the study of European and international practical realities play an important role throughout the training period.

Teaching methods encourage active participation and the development of personal and individual know-how.

Priority is accorded to lectures, seminars, round tables, case studies, simulations and study visits.

## 3 - DURATION

Most CISAP programmes last **four weeks**. Some sessions cater for high level decision-makers and have been specially designed to last only two weeks in order to be more compatible with participants' responsibilities.

## 4 - WORKING LANGUAGE

In all but exceptional cases, mentioned in the CISAP prospectus, the working language is French. Fluency in this language is indispensable in order to fully benefit from the teaching.

A few sessions in English and Spanish are offered each year.

## 5 - ADMISSION

Candidates must be **civil servants, managers of state enterprises, or other government employees**, and hold a post of high responsibility in their home country. However, other candidates can be admitted to CISAP programmes on the authorization of the Director of ENA.

**All candidates must also fulfil the following prerequisites:**

- **hold a Master's degree or equivalent (proof of 4 years in higher education) or, in some cases, a post of responsibility indicating equivalent competence;**
- **give proof of at least 3 years of professional experience;**
- **be presented individually by their government or their employer;**
- **provide proof of competence in French.**

Application forms can be obtained at the Co-operation and Cultural Action Service of the French Embassy, or direct from ENA.

Once completed, and accompanied by the required official documents, **application forms must be presented by home government officials to the French Embassy**, which forwards them to ENA. Deadlines must be strictly respected. Incomplete dossiers are not considered.

## 6 - ELIGIBILITY AND ADMISSION

Candidates short-listed by the ENA selection committee are not given a firm offer of admission until they have obtained (before a set deadline) funding to cover travel and living expenses, insurance, and registration fees.

Funding can be requested from the French Embassy, or from any national or international, public or private institution, or from the government presenting the candidate.

NB: any enquiries regarding the admission of candidates must be sent directly to the "Service de coopération et d'action culturelle" of the French Embassy, which forwarded the application to ENA.

## 7 - CALENDAR

CISAP: cf detailed calendar on [www.ena.fr](http://www.ena.fr)

## 8 - FEES

The registration fee for the CISAP is €825 for 4-week courses and €600 for 2-week courses. Registration fees must be paid cash prior to the beginning of each training course. For auditors whose fees are paid by their administration, an order letter should be sent to ENA before their arrival in France. An invoice will be sent back by ENA to the foreign administration after the training.

# THE FOREIGN ALUMNI NETWORK

## THE “ENA ALUMNI” GROUP ON LINKED-IN

The ENA alumni network has been meeting virtually online since 2007 through the “ENA Alumni” group. This group aims to bring together all foreign alumni of ENA’s international cycles (CII, CIC, CIP, CIAP as well as CHEE and MEGA) as well as all French alumni. It is run by the ENA Alumni Association (AAEENA) together with the School. Members can see the profiles of their former classmates and communicate directly with them or with the whole group.

## LIST OF ENA ALUMNI ASSOCIATIONS

### FRENCH ENA ASSOCIATION (AAENA)

*Date of foundation:* October 1947  
*President:* Ms Christine DEMESSE (1982)  
*Vice-presidents:* Mr Patrick GAUTRAT (1970); Ms Odile PIERART (1983); Ms Sophie THIBAUT (1997)  
*Address:* 226 boulevard Saint-Germain – 75007 Paris  
*Phone number:* 01 45 44 49 50 - *Fax:* 01 45 44 02 12  
*E.mail:* info@aaeena.fr  
*Association web site:* www.aaeena.fr

### FOREIGN ASSOCIATIONS OF FORMER STUDENTS OF INTERNATIONAL CYCLES OF ENA, MEMBERS OF THE INTERNATIONAL CONFEDERATION

#### AFRICA

*Date of foundation:* May 1995  
*Honorary President:* Mr Ehouman-Noël GUETAT (1995)  
*President:* Mr Amadou Lamine SY (2003)

#### ARGENTINA

*Date of foundation:* July 1990  
*President:* Mr Maximo ZIN (1987)

#### AUSTRALIA

*Date of foundation:* December 1995  
*President:* Mr George BROUWER (1973)

#### AUSTRIA

*Date of foundation:* December 2002  
*President:* Mr Georg PÖSTINGER (2003)  
*Vice-presidents:* Mr Andreas KUMIN (1993), Mr Georg OBERREITER (1995)

#### BENIN

*Date of foundation:* April 2013  
*President:* Angelo DAN (2011)  
*Vice-president:* Dieudonné C. ASSOUVI (2010)

#### BRAZIL

*Date of foundation:* April 1989  
*President:* Ms Deborah STERN VIEITAS (1983)  
*Vice-president:* Mr Silvio EID (1980)

#### BULGARIA

*Date of foundation:* 2004  
*President:* Ms Elisaveta SIMEONOVA (CIC 1998)  
*Vice-president:* Mr Zlatko DIMITROV (CIC 1996)

#### CANADA

*Date of foundation:* June 2007  
*President:* Mr Alexandre DRAGO (2002)  
*1<sup>st</sup> Vice-president:* Mr Ian C. FERGUSON (1980)  
*2<sup>nd</sup> Vice-president:* Mr Adam OSTRY (1989)  
*Vice-president:* Ms Isabelle ROY (1997)

#### CHAD

*Date of foundation:* April 2012  
*President:* David Ngarimaden HOUEINGAR (1992)  
*E.mail:* houeingar@yahoo.fr

#### CHINA

*Date of foundation:* March 1992  
*President:* Mr Shang-Zhi ZHANG (1992)

#### COLOMBIA

*Date of foundation:* March 1997  
*President:* Mr Andrés CASTRO (1995)

#### CROATIA

*Date of foundation:* May 2011  
*President:* Mr Neven SIMAC (1971)

#### CZECH REPUBLIC

*Date of foundation:* June 1999  
*President:* Mr Pavel FISCHER (1999)  
*Vice-president:* Mrs Pavlina KOUBSKA (2005)

#### DEMOCRATIC REPUBLIC OF CONGO

*Date of foundation:* May 2011  
*President:* Joseph-Louis BOT ISANGAMELA (CIAP 2008)  
*Vice-president:* Elisabeth-Godelive LONJI BANDEKELA (CIC 2007)  
*E.mail:* josephlouisbot@yahoo.fr

#### FINLAND

*Date of foundation:* June 1985  
*President:* Mr Karl-Johan LÖNNROTH (1984)  
*Vice-president:* Ms Laura REINILÄ (1985)

#### GERMANY

*Date of foundation:* November 1984  
*President:* Dr Diethardt VON PREUSCHEN (1970)

#### GREAT BRITAIN

*Date of foundation:* June 1987  
*President:* Ms Hermione GOUGH (2003)

#### GREECE

*Date of foundation:* June 1994  
*President:* Ms Areti ASSIMACOPOULOU-DRISTA (1969)  
*Vice-president:* Mr Michel PAPADAKIS (1965)

#### HUNGARY

*Date of foundation:* March 2003  
*President:* Mr Gabor SZEPLAKI-NAGY (1992)  
*Vice-president:* Ms Adrienn KEZSMARKI (2010)  
*Vice-president:* Mr Pál BOZA (CIC 2005)



## IRELAND

*Date of foundation:* June 1995  
*President:* Ms Clare DUNNE (1995)

## ITALY

*Date of foundation:* March 1985  
*President:* Ms Silvana CERAVOLO (1995)  
*Vice-president:* Mr Vincenzo GRASSI (1987)  
*Address:* A.C.I.A.P – c/o Associazione Italia-Francia – Palazzo Borghese – Largo della Fontanella di Borghese, 19 – I- 00186 Roma  
*Phone number:* +39 668 789 26

## JAPAN

*Date of foundation:* February 1985  
*Honorary president:* Mr Waturu HIRAIZUMI (1959)  
*President:* Mr Kaoru ISHIKAWA (1976)

## LEBANON

*Date of foundation:* April 1998  
*President:* Mr Robert FADEL (1995)  
*E.mail:* enaliban@yahoo.fr

## MADAGASCAR

*Date of foundation:* January 2010  
*President:* Mr Tsanta RANDRIANARIMANANA (2009)  
*Vice-president:* Mr Mamitiana RAJAONARISON (CIAP 2008)  
*Address:* AAEENA Madagascar, Lot III D 7 B Ankadilalana, RM- Antananarivo 101

## MEXICO

*Date of foundation:* January 1991  
*President:* Mr Bruno FIGUEROA (1989)  
*Vice-president:* Mr Jorge VELÁZQUEZ-ROA (2000)  
*Address:* Amexena, c/o Unidad de Asuntos Públicos, Rio Duero 55-9, MEX- Col. Cuauhtemoc 06500 DF  
*Phone number:* 52 555 207 86 10

## MOROCCO

*Date of foundation:* October 1990  
*President:* Mr Mohamed DOUBI KADMIRI (2003)  
*1<sup>st</sup> Vice-president:* Ms Fariada LOUDAYA (1999)  
*2<sup>nd</sup> Vice-president:* Mr Lahcen BAYTI (1992)  
*Address:* 22 rue de Tiflet, MA- Hassan, Rabat  
*Phone number:* 212 5 37 76 80 04  
*Fax:* 212 5 37 76 52 33  
*Association web site:* www.amaeena.org  
*E.mail:* mimouni@invest.gov.ma

## NETHERLANDS

*Date of foundation:* May 1986  
*President:* Marc Van RAVELS (1982)

## QUEBEC

*Date of foundation:* May 1987  
*Honorary president:* Mr Yvon TREMBLAY (1966)  
*President:* Mr Benoît-Jean BERNARD (1988)  
*Vice-presidents:* Mr Christian DESLAURIERS (1987), Mr Richard MARCEAU (1997), Mr Patrick-James MORAN (1970)  
*Association web site:* www.clic.net/~aquaena  
*E.mail:* aquaena@clic.net

## ROMANIA

*Date of foundation:* October 2000  
*President:* Mr Cristian DUMITRESCU (1992)

## RUSSIA

*Date of foundation:* March 2003  
*President:* Mr Viatcheslav EVSEEV (2003)  
*Vice-president:* Mr Vladimir EREMIN (2003)

## SENEGAL

*Date of foundation:* February 2006  
*President:* Mr Seydina TANDIAN (1999)  
*Vice-president:* Mr Abdoulaye GUEYE (2005)

## SLOVAKIA

*Date of foundation:* January 2007  
*President:* Mr Daniel PEJKO (2006)  
*Association web site:* www.askaena.sk  
*E.mail:* info@askaena.sk

## SOUTH KOREA

*Date of foundation:* May 1989  
*President:* Mr Heung-Sik CHOI (1986)

## SPAIN

*Date of foundation:* February 1991  
*President:* Mr Jose-Luis REAL MORENO (1995)  
*Vice-presidents:* Ms Pilar GARRIDO SANCHEZ (1992), Ms Teresa SILES SUAREZ (1993)

## ASSOCIATION OF ENA ALUMNI LIVING IN BRUSSELS AND IN LUXEMBOURG

*Date of foundation:* January 1991  
*President:* Mr Jean-Paul MINGASSON (1968)  
*Vice-president:* Ms Heike-Dagmar JOA (1985)

## ASSOCIATION OF ENA ALUMNI WORKING FOR THE EUROPEAN UNION AND LIVING IN PARIS

*Date of foundation:* October 2007  
*President:* Mr Fausto ROTELLI (2006)

## MASTER OF EUROPEAN GOVERNANCE AND ADMINISTRATION (MEGA)

### ► MEGA ALUMNI ASSOCIATION

*President:* Ms Ulrike KLOPPSTECH  
*Address:* MEGA-Alumni e.V, Humboldt-Universität c/o BGSS, Unter den Linden 6, 10099 Berlin  
*E.mail:* vorstand@mega-alumni.eu  
*Web site:* www.mega-alumni.eu

## CYCLE OF POSTGRADUATE EUROPEAN STUDIES (CHEE)

### ► CHEE ALUMNI ASSOCIATION

#### “Cercle des hautes études européennes : Parlons d’Europe”

*Date of foundation:* 2007  
*President:* Mr Stéphane LENEUF (Radio France)  
*Web site:* www.parlonsdeurope.eu/  
*E.mail:* contact@parlonsdeurope.eu  
*Address:*  
Cercle des hautes études européennes : Parlons d’Europe  
35-37 rue des Francs Bourgeois, 75004 Paris







## THE VALUES OF PUBLIC SERVICE SCHOOLS

### Joint Values Statement of the Network of Public Service Schools.

As public service schools, we base our common identity on the republican principles set out in the Declaration of the Rights of Man and the Citizen, which is the keystone of France's Constitution.

In our diverse and complementary tasks and objectives, we base our action on the fundamental values of the French Republic, as represented by the common ideal of Freedom, Equality and Brotherhood.

Our action is also founded on the secular principle.

The spirit of the common good that must guide the daily performance of our tasks also leads us to highlight and convey a number of professional values that stem from the nature of public service, its tasks and its purpose.

These professional values that we share guide our work and are rooted in the underlying principles of our laws: continuity, commitment, integrity, legality, fairness, neutrality, respect and accountability.

These values are underpinned by the service values: adaptability, efficiency, quality and responsiveness. In keeping with all of these values, we work to ensure truly equal access to our schools.

We are strongly committed to the public service training that we are proud and honoured to provide and to ensuring that it satisfies the common good and meets the needs of public service users in the best way possible. We are aware that technological and social changes mean that success in satisfying these needs will evolve through time and space, requiring us to adapt constantly.

As public service schools, we consider that we have a role to play in raising awareness and fostering ownership of fundamental values, guiding values and management practices that will ensure the effectiveness of the public service we represent.

**For this reason, and in addition to promoting the specific values of our individual schools, we commit to transmitting and applying all of these values, with the participation of our faculty, staff, students, trainees and auditors.**



### ÉCOLE NATIONALE D'ADMINISTRATION

Strasbourg

Tél. : +33 (0)3 88 21 44 44

Fax : +33 (0)3 88 21 44 59

Paris

Tél. : +33 (0)1 44 41 85 00

Fax : +33 (0)1 44 41 85 19/99

[www.ena.fr](http://www.ena.fr)